

Department of Commerce
Consolidated Financial Statement
Intra-Commerce Transaction Detail Reports

I. Purpose.

This attachment provides instructions and guidance on the reporting of intra-Commerce activity. All reporting entities are required to identify and report intra-Commerce activity to the Office of Financial Policy and Assistance (OFPA). This information will be used to prepare elimination entries for the Department of Commerce's Consolidated Financial Statement (CFS).

II. Background.

The Government Management Reform Act (GMRA) requires that Federal agencies prepare audited consolidated financial statements for all activities for FY 1999. A consolidated financial statement presents the results of operations and the financial position of an entity and its component units as if the group were a single enterprise. The rationale behind preparing a consolidated statement for the Department is that it disregards the distinction between separate reporting entities, thus preventing the overstatement of revenues, expenses, assets, and liabilities by virtue of Commerce doing business within itself. Transactions which occur between Commerce reporting entities (intra-Commerce transactions) must be eliminated to properly report the financial position and results of operations of the Department. Proper recording and reconciliation of intra-Commerce transactions ensures that eliminating entries are identified for consolidated statements, and that bureau finance personnel record the proper classification and amount of transactions between Commerce entities.

III. Preparation Process.

1. Identifying SGL Accounts for Elimination

- Intra-Commerce transactions related to revenues, expenses, assets, and liabilities must be eliminated for the Department's CFS. Intra-Commerce Transaction Detail Reports (TDR) must report all intra-Commerce activity. **Exhibit 1** provides a list of proprietary Standard General Ledger (SGL) accounts most commonly used for recording intra-Commerce activity. This listing may not be all-inclusive, as such, bureaus must also include any other SGL accounts used for recording intra-Commerce transactions.

2. Identifying Transactions

- For each applicable SGL account, all intra-Commerce transactions and balances must be included in the TDR. **Transactions and balances shown on the TDR must agree with intra-Commerce transactions and balances in the bureau's general ledger**, hence, the general ledger should be the source for all intra-Commerce transactions and balances.
- If a bureau identifies an intra-Commerce transaction or balance that is not included in its general ledger, the transaction or balance should not be reported on the TDR unless it is first updated to the general ledger. Similarly, an adjustment to the TDR should not be made before the adjustment is recorded in the general ledger.

3. *Recording Transactions*

- Each bureau needs to assure that intra-Commerce transactions recorded in its financial systems are accurate, and to the greatest extent possible, consistent with reciprocal transactions recorded by partner bureaus through a process of confirmation and reconciliation. Bureaus should report the identified intra-Commerce transactions by the required deadline but identify, on the TDR, those transactions that are unreconciled due to unforeseen circumstances.
- OFPA places the responsibility of initiating communication with the partner bureaus on the provider of reimbursable transactions. Bureaus with unearned revenues (advances from others), as of September 30, 1999, should provide the amount of the costs accrued and the unearned revenue balance, (including supporting documentation, where necessary) to the appropriate partner bureau contact (see **Exhibit 2** for contacts listing). OFPA encourages bureaus to forward this information as soon as the accruals are known, not waiting until the issuance of the fourth quarter preliminary TDR. This will ensure that the recipient bureau records the correct amount for prepayments and expenses and facilitate the matching and reconciliation of intra-Commerce transactions within the Department. OFPA's ultimate goal is to eliminate the practice of "advance billing" throughout the Department. For FY 1999, bureaus are requested to keep this practice to a minimum.
- Bureaus reporting year-end accrued transactions (expense/payable or revenue/receivable) are encouraged to confirm these accruals with their partner bureaus as soon as such accruals are identified rather than after the preliminary TDRs have been issued. The fact that an accrual appears on the reporting bureau's TDR does not mean that the partner bureau has automatically recorded the reciprocal accrual. This initial confirmation will ensure that partner bureaus record the correct year-end accruals and facilitate the matching and reconciliation of intra-Commerce transactions within the Department.
- Each bureau should confirm the actual services received or rendered, as of the balance sheet date, and confirm that all intra-Commerce transactions and accruals are based upon actual work performed, as of that date, rather than scheduled work.
- To facilitate reconciling transactions between reporting entities, partner bureaus should use a common document/reference number in their financial systems. When recording an On-line Payment and Collection (OPAC) transaction, the OPAC number should be referenced by both reporting entities. For non-OPAC transactions, a common reference number should be referenced and included on the TDR.

4. *Reporting/Reconciling Transactions:*

- There will be **no** reporting thresholds for FY 1999. Unless otherwise directed, each bureau shall report 100 percent of its intra-Commerce transactions.
- There will be no separate first quarter reporting requirement for FY 1999. The first report should include the cumulative activity of October 1998 to March 1999.
- For the second and third quarters, each bureau is to prepare preliminary cumulative reports of its intra-Commerce revenues and expenses and forward (by E-mail, fax, etc) these reports to the other bureaus (with a copy to OFPA). The receiving bureau will then reconcile these transaction amounts to reciprocal transactions on its TDR. Where discrepancies exist (for example, Bureau A's revenues from Bureau B do not equal Bureau B's expenses to Bureau A), the two bureaus should contact each other, decide on the facts of the transaction, and record the appropriate accounting entry and TDR correction.
- For the second and third quarters, reporting entities will submit reconciled electronic copies of Cumulative Detail Report of Intra-Commerce Revenues and Expenses to OFPA and partner bureaus (see **Exhibit 3** for quarterly sample report format). Part I of the TDR Review Checklist (**Exhibit 6**) must be completed and submitted to OFPA along with each of the reconciled quarterly TDRs. This Checklist was developed to assist bureaus in reporting and submitting accurate TDRs. If any procedure is answered "No" on the Checklist, an explanation should be given in the space provided.
- For the fourth quarter, in addition to cumulative revenues and expenses, each bureau is to prepare preliminary reports of its intra-Commerce assets and liabilities, as of the balance sheet date, and forward (by E-mail, fax, etc) a copy of these reports to other partner bureaus (with a copy to OFPA). The receiving bureau will then reconcile these transaction amounts to reciprocal transactions recorded in its financial systems and TDR. Where discrepancies exist, the two bureaus should contact each other, decide on the facts of the transaction, and record the appropriate accounting entry and TDR correction.

For the fourth quarter, reporting entities will submit reconciled electronic copies of Cumulative Detail Report of Intra-Commerce Revenues, Expenses, Assets, and Liabilities to OFPA and partner bureaus. Part II of the TDR Review Checklist (**Exhibit 7**) must be completed and submitted to OFPA along with the reconciled fourth quarter TDR.

- **At the transaction level, any difference of \$5,000 or more must be researched and resolved by the two partner bureaus concerned. The bureau in error must adjust its general ledger and TDR. At the general ledger level (e.g. revenue and expense, receivable and payable, prepayment and advance), any difference totaling \$20,000 or more must be researched and resolved by the two partner bureaus concerned. The bureau in error must adjust its general ledger and TDR.** These correcting entries are needed as much for proper accrual accounting at the bureau level as they are for proper elimination entries at the Department level.

- **In order for the Department to prepare a Consolidated Statement of Net Cost for FY 1999, each bureau must provide a breakdown of its intra-Commerce revenues by bureau goal on the cumulative fourth quarter and Final FY 1999 TDRs. OFPA has identified goals throughout the Department, and has assigned numbers to these goals, as listed on Exhibit 5. Each bureau should identify its revenue transactions by the applicable goal number under a separate column on the TDR.**

Bureaus that operate under several budget function classification (BFC) codes should also identify their transactions by BFC codes. Exhibit 3 shows a TDR sample with the goal column.

- Following the year-end audit of bureaus' financial statements, each reporting entity will submit an electronic copy of the Final FY 99 Intra-Commerce Transaction Detail Report to OFPA and partner bureaus (see **Exhibit 4** for final sample format). This will be a final TDR of all intra-Commerce transactions for FY 1999, and must include any audit adjustments, and a breakdown of intra-Commerce revenues by bureau goals. If audit adjustments are late, the report should be submitted less the adjustments, but should include a notation that adjustments will be forwarded. This report will be used to support the final elimination entry balances on the consolidated financial statements. Part III of the TDR Review Checklist (**Exhibit 8**) must be completed and submitted to OFPA along with the Final FY 1999 TDR.
- All quarterly and final TDRs should be reconciled to the general ledger system. The TDRs must show any differences between the balances reported on the TDR and the balances recorded in the general ledger for intra-Commerce transactions.

5. Reporting Format.

- TDRs must follow the standard sample format presented in **Exhibits 3 and 4**. **For each transaction** reported on the TDR, the following data elements must be provided:
 - SGL Account Number;
 - Date of Transaction (mm/dd/yy);
 - Partner Entity Acronym (see below for standard acronyms);
 - OPAC Number;
 - Reimbursable Agreement (or Source Document) Reference Number (if a non-OPAC transaction);
 - Treasury Fund Symbol (TFS) for the reporting entity;
 - Amount of Transaction;

If a transaction relates to more than one TFS, a breakdown of the dollar amount by TFS should be provided on the TDR.

- TDRs shall be organized by SGL account number, from the lowest to the highest. Within an SGL account, partner bureaus should be presented in the following order, utilizing the following standard acronyms:

EDA
 ESA/BEA
 Franch. Fund
 MBDA
 OIG
 OS
 WCF
 ITA
 Census
 NIST
 NTIA
 TA
 NTIS
 PTO
 BXA
 NOAA

6. Due Dates for Submissions.

- Cumulative intra-Commerce TDRs and TDR Review Checklists are due to OFPA by close of business on the due dates listed below:

Intra-Commerce Transaction Detail Report	Due to OFPA (by close of business)
Preliminary second quarter TDR	May 17, 1999
Reconciled second quarter TDR and Part I Checklist	June 1, 1999
Preliminary third quarter TDR	August 2, 1999
Reconciled third quarter TDR and Part I Checklist	August 30, 1999
Preliminary fourth quarter TDR	November 1, 1999
Reconciled fourth quarter TDR (including breakout of revenues by bureau goals) and Part II Checklist	November 29, 1999
Final FY 1999 TDR (including audit adjustments and breakout of revenues by bureau goals) and Part III Checklist	January 10, 2000

- Please E-mail all TDRs, preferably in Excel or Lotus, and fax TDR Checklists to:

Tony Akande - OFPA
14th & Constitution Avenue, NW
HCHB - Room 6827
Washington, D.C. 20230
Phone: (202) 482-0239 Fax: (202) 482-1992
E-mail: Banyan - Tony Akande@OFPA@OFM or
Internet - Takande@doc.gov

- OFPA will monitor bureaus' submissions of both the preliminary and reconciled TDRs against the due dates listed above. A deadline will not be considered met if the data is not complete and accurate.

Commonly Used Proprietary SGL Accounts to be Eliminated

Standard General Ledger Account		Normal Balance
Assets		
1310	Accounts Receivable	Debit
1319	Allowance for Loss on Accounts Receivable	Credit
1340	Interest, Penalty, and Administrative Fees Receivable	Debit
1349	Allowance for Loss on Interest Receivable	Credit
1410	Advances to Others	Debit
1450	Prepayments	Debit
1990	Other Assets	Debit
Liabilities		
2110	Accounts Payable	Credit
2120	Disbursements in Transit	Credit
2130	Contract Holdbacks	Credit
2140	Accrued Interest Payable	Credit
2310	Advances from Others	Credit
2320	Deferred Credits	Credit
2400	Liability for Deposit Funds and Suspense Accounts	Credit
2920	Contingent Liabilities	Credit
2930	Liability for Borrowings to be Received	Credit
2990	Other Liabilities	Credit
Revenues		
5100	Revenue from Goods Sold	Credit
5200	Revenue from Services Provided	Credit
5900	Other Revenue	Credit
Financing Sources		
5720	Financing Sources Transferred In Without Reimbursement	Credit
5730	Financing Sources Transferred Out Without Reimbursement	Debit
5790	Other Financing Sources	Either
Expenses		
6100	Operating Expenses/ Program Costs	Debit
6500	Cost of Goods Sold	Debit
6900	Non Production Costs	Debit
Gains		
7110	Gains on Disposition of Assets	Credit
7190	Other Gains	Credit
Losses		
7210	Losses on Disposition of Assets	Debit
7290	Other Losses	Debit

Department of Commerce Intra-Commerce Transactions Contact List

Contact Persons	Agency Location Code	Reporting Entity	Treasury Fund Symbol
NIST, Office of Comptroller, Financial Services Group Tim Day, NIST-FSG Phone: (301) 975-2741 Fax: (301) 527-1035	13-01-0011	Working Capital Fund - OS	13_4511
		General Admin - Salaries & Expense	13_0120
		Office of Inspector General	13_0126
		Gifts & Bequests	13_8501
		Franchise Fund	13_4564
		Economic and Statistics Administration & Bureau of Economic Analysis	13_1500, 13_6540.015, 13_4323
		Minority Business Development Agency	13_0201
		Economic Development Admin. - S & E	13_0125
EDA, Office of Finance and Admin/Accounting Division Joe Hurney Phone: (202) 482-2784 Fax: (202) 482-0995	13-20-0001	Economic Development Administration	13_2050, 13_4406
		Minority Business Dev. Agency - Grant Funds	13_0201
		International Trade Admin. - Grant Funds	13_1250
		National Telecom. & Info. Admin - Grant Funds	13_0527, 13_0551, 13_0552

Contact Persons	Agency Location Code	Reporting Entity	Treasury Fund Symbol
PTO, Office of Finance, Financial Reporting and Analysis Division Candace Yu Phone: (703) 305-8243 Fax: (703) 305-8007	13-10-0001	Patent and Trademark Office	13_1006, 13_5127, 13_6542
Census, Finance Division Helen Davis-Wood (301) 457-1284 Miguel Reyes (301) 457-1288 Fax: (301) 457-4722	13-04-0001	The Bureau of the Census	13_0401, 13_0450, 13_6540.004, 13_4512
NIST, Office of Comptroller, Accounting and Reports Group Jon Alexander, NIST-ARG Phone: (301) 975-4595 Fax: (301) 527-1035	13-06-0001	National Institute of Standards & Technology National Telecommunications and Information Administration Technology Administration	13_0500, 13_0515, 13_0525, 13_4650 13_0550, 13_0527, 13_0551, 13_0552 13_1100
NTIS, Financial & Admin Mgt. - Office of Accounting John Oliff Phone: (703) 605-6612 Fax: (703) 605-6743	13-07-0001	National Technical Information Service	13_4295

Contact Persons	Agency Location Code	Reporting Entity	Treasury Fund Symbol
NOAA, Office of Finance and Administration, Financial Services Division Phone: (301) 413-2120 Fax: (301) 413-8515 Mike Van Deusen x174 Elisa Thibeau x124 Brad Hickson x135	13-14-0001	Bureau of Export Administration National Oceanic and Atmospheric Administration	13_0300 13_1450, 13_1450.140, 13_1452, 13_1456, 13_1457, 13_1458, 13_1459, 13_4313, 13_4314, 13_4315, 13_4316, 13_4324, 13_4417, 13_5102, 13_5119, 13_5120, 13_5122, 13_5124, 13_5139, 12-6541 13_6062.060, 13_6540.014, 13_8105
	13-14-0016	NOAA (Admin Payments)	
ITA, Office of Financial Management, Accounting and Financial Systems Division Rob Dalton (202) 482-0204 Fax: (202) 482-1992	13-01-0012	International Trade Administration	13_1805, 13_1250, 13_6539, 13_6540.012, 13_8344
Department of Commerce Office of Financial Policy and Assistance. Tony Akande: (202) 482-0239 Bruce Henshel: (202) 482-0646 Fax: (202) 482-1992			

How to use this listing:

Reporting entities shown in **bold** represent separate financial statements; they also identify the accounting shop which has the responsibility for preparing the final draft of the reporting entity's financial statements. There are 17 reporting entities. NIST-Financial Services Group prepares financial statements for seven entities, NIST-ARG prepares financial statements for three entities, NOAA prepares financial statements for two entities, and each of the remaining accounting shops prepares financial statements for itself. Names which appear under "Accounting Shop Contact" are for purposes of intra-Commerce transactions only; they are not necessarily the individuals preparing audited financial statements.

Treasury Fund Symbols which are **shaded** represent appropriation funds which are accounted for by two separate accounting shops. EDA provides accounting for the grant programs of MBDA, ITA and NTIA. Therefore, EDA uses these fund symbols to provide accounting for expenditures from MBDA, ITA and NTIA grant programs. EDA then provides MBDA, ITA and NTIA with trial balances for their grant programs, which are combined to prepare entity financial statements.

Sample: Quarterly Detail Report (use for quarterly TDRs)

<Reporting Entity>
 Intra-Commerce Transaction Detail Report
 For the First and Second Quarters Ended March 31, 1999

Revenues - Account 5200

<u>SGL Acct</u>	<u>Date</u>	<u>Partner Bureau</u>	<u>Description/ Comment</u>	<u>OPAC ID</u>	<u>Bill Ref. #</u>	<u>TFS</u>	<u>Bureau Goal #</u>	<u>Amount</u>	<u>Totals</u>
5200	10/10/98	OS		26406663	510870415157611	13X0120	01	1,000.00	
5200	10/10/98	OS		26406670	510870415027611	13X0120	02	2,000.00	
5200	10/10/98	OS		26406691	510870415037611	13X0120	03	56,000.00	
5200	11/20/98	OS		26406659	510870415697611	13X0120	04	236.00	
5200	11/20/98	OS		26406679	510870415247611	13X0120	05	2,452.00	
5200	12/21/98	OS		26407112	510870815027611	13X0120	06	35,000.00	
5200	12/30/98	OS		26407104	510870815157611	13X0120	07	11,212.00	
5200	12/30/98	OS		26407164	510870815697611	13X0120	08	5,545.00	
5200	12/30/98	OS		26407128	510870815247611	13X0120	09	58,000.00	
Total for OS									171,445.00
5200	10/01/98	WCF		26405899	560012960005611	13X4511	10	51,128.09	
5200	11/02/98	WCF		26405989	510000000710112	13X4511	11	80,086.96	
5200	11/03/98	WCF		26406005	510000000711112	13X4511	12	203,015.75	
5200	11/04/98	WCF		26406014	510000000712112	13X4511	13	759,468.76	
5200	11/05/98	WCF		26406133	510000000701112	13X4511	14	485,878.06	
5200	12/01/98	WCF		26406238	560002970005611	13X4511	15	26,196.22	
5200	12/30/98	WCF		26406205	510000000702112	13X4511	16	315,000.44	
Total for WCF									1,920,774.28
5200	10/10/98	NIST		26406385	510000000703112	13X4511	17	35,355.00	
5200	11/12/98	NIST		26406562	510000000704112	13X4511	18	2,455.00	
5200	11/12/98	NIST		26406627	510000000705112	13X4511	19	520,868.36	
5200	11/14/98	NIST		26406884	510000000706112	13X4511	20	413,538.14	
5200	11/30/98	NIST		26406991	560007970005611	13X4511	21	5,455.00	
5200	12/01/98	NIST		26407007	510000000707112	13X4511	22	442,469.98	
5200	12/02/98	NIST		26407318	510070913100611	13X4511	23	244.00	
5200	12/03/98	NIST		26407464	510070922680611	13X4511	24	143,100.00	
5200	12/05/98	NIST		26407622	560009970005611	13X4511	25	22,253.35	
5200	12/06/98	NIST		26407654	510000000709112	13X4511	26	714,097.26	
Total for NIST									<u>2,299,836.09</u>
Total for Account 5200:									<u>4,392,055.37</u>
Total for Acct. 5200 per General Ledger									<u>4,392,055.37</u>
Difference									<u>0</u>
Explanation for the difference:									

Sample: Final Intra-Commerce Transaction Detail Report (must reflect the effects of any audit adjustments)

<Reporting Entity>

Final Intra-Commerce Transaction Detail Report
For the Fiscal Year Ending September 30, 1999**Revenues - Account 5200**

<u>SGL Acct</u>	<u>Date</u>	<u>Partner Bureau</u>	<u>Description/ Comment</u>	<u>OPAC ID</u>	<u>Bill Ref. #</u>	<u>TFS</u>	<u>Bureau Goal #</u>	<u>Amount</u>	<u>Audit Adjustment</u>	<u>Totals</u>
5200	9/10/98	OS		26406663	510870415157611	13X0120	01	1,000.00		
5200	9/10/98	OS		26406670	510870415027611	13X0120	02	2,000.00		
5200	9/10/98	OS		26406691	510870415037611	13X0120	03	56,000.00		
5200	9/11/98	OS		26406659	510870415697611	13X0120	04	236.00		
5200	10/11/98	OS		26406679	510870415247611	13X0120	05	2,452.00		
5200	10/12/98	OS		26407112	510870815027611	13X0120	06	35,000.00	435,000.00	
5200	10/12/98	OS		26407104	510870815157611	13X0120	07	11,212.00		
5200	10/12/98	OS		26407164	510870815697611	13X0120	08	5,545.00		
5200	10/12/98	OS		26407128	510870815247611	13X0120	09	58,000.00		
			Total for OS							606,445.00
5200	10/10/98	WCF		26405899	560012960005611	13X4511	10	51,128.09		
5200	11/11/98	WCF		26405989	510000000710112	13X4511	11	80,086.96		
5200	11/11/98	WCF		26406005	510000000711112	13X4511	12	203,015.75		
5200	11/11/98	WCF		26406014	510000000712112	13X4511	13	759,468.76		
5200	11/11/98	WCF		26406133	510000000701112	13X4511	14	485,878.06		
5200	12/20/98	WCF		26406238	560002970005611	13X4511	15	26,196.22		
5200	12/21/98	WCF		26406205	510000000702112	13X4511	16	315,000.44		
			Total for WCF							1,920,774.28
5200	12/10/98	NIST		26406385	510000000703112	13X4511	17	35,355.00		
5200	12/20/98	NIST		26406562	510000000704112	13X4511	18	2,455.00		
5200	12/11/98	NIST		26406627	510000000705112	13X4511	19	520,868.36		
5200	12/11/98	NIST		26406884	510000000706112	13X4511	20	413,538.14		
5200	12/11/98	NIST		26406991	560007970005611	13X4511	21	5,455.00		
5200	12/12/98	NIST		26407007	510000000707112	13X4511	22	442,469.98	(100,000.00)	
5200	12/12/98	NIST		26407318	510070913100611	13X4511	23	244.00		
5200	12/12/98	NIST		26407464	510070922680611	13X4511	24	143,100.00		
5200	12/12/98	NIST		26407622	560009970005611	13X4511	25	22,253.35		
5200	12/12/98	NIST		26407654	510000000709112	13X4511	26	714,097.26		
			Total for NIST							<u>2,199,836.09</u>
			Total for Account 5200:							<u>4,727,055.37</u>
			Total for Acct. 5200 per G/L							<u>4,727,055.37</u>
			Difference							<u>0</u>
			Explanation for the Difference:							

Bureau Goals and Assigned Numbers

	Goal #
NOAA	
• Advance short-term warning and forecast services	01
• Implement seasonal to interannual climate forecasts	02
• Predict and assess decadal to centennial change	03
• Promote safe navigation	04
• Build sustainable fisheries	05
• Recover protected species	06
• Sustain healthy coasts	07
PTO	
• Help protect, promote, and expand intellectual property rights systems	08
• Grant exclusive rights, for limited times, to inventors for their discoveries	09
• Enhance trademark protection	10
• Promote awareness of, and provide effective access to, patent and trademark information.	11
TA	
• Analyze and develop technology policies	12
TA/NIST	
• Assure and improve measurements and standards	13
• Stimulate advanced technologies	14
• Assist Small Manufacturers	15
• Promote performance and quality management	16
TA/NTIS	
• Collect and disseminate technical information	17
NTIA	
• Promote open markets and encourage competition	18
• Radio spectrum assignments	19
• Advance the public interest in telecommunications, mass media, and information	20
• Promote availability and sources of advanced telecommunication and information services	21
MBDA	
• Improve opportunities for minority-owned businesses to have access to the marketplace	22
• Improve opportunities for minority-owned businesses to pursue financing	23
EDA	
• Create jobs and private enterprise in economically distressed communities	24
• Build local community capacity to achieve and sustain economic growth	25

Bureau Goals and Assigned Numbers**Goal #****ITA**

- Enforce U.S. trade laws and promote free and fair trade 26
- Increase the number of small business exporters 27
- Implement the President's National Export Strategy 28
- Strengthen and institutionalize our trade promotion and trade advocacy efforts 29

BXA

- Restructure export controls for the 21st century 30
- Maintain a fully effective law enforcement program 31
- Facilitate transition of defense industries 32

ESA

- Provide quality data 33
- Provide timely and relevant data 34

OIG

40

FF

41

WCF

42

GA/S&E

43

G&B

44

Earned Revenues Not Attributed to Programs

98

Cost Not Assigned to Programs

99

FY 1999 Intra-Commerce Transaction Detail Report (TDR) Review Checklist
Part I. Second or Third Quarter Checklist

Entity(s): _____

Quarter (check one): **Second Quarter** _____ **Third Quarter** _____

Step	Procedure	Completed (yes/no)	Explanation (required for "No" responses)
A.	Is the TDR in the required standard format, with the SGL account numbers in order from lowest to highest? And, within each SGL account, are partner bureaus presented in the standard order, utilizing the standard acronyms?	_____	
B.	<p>Does the TDR include intra-Commerce transactions from October 1, 1998 through the ending date (March 31, 1999 or June 30, 1999) for the following categories, if applicable?</p> <ul style="list-style-type: none"> - Revenues - Expenses - Gains - Losses - Financing Sources 	_____	
C.	<p>Does the TDR have the following information for each transaction?</p> <ul style="list-style-type: none"> - Standard General Ledger account number - Date of transaction (mm/dd/yy) - Partner bureau acronym - OPAC number - Reimbursable agreement or source document number (if a non-OPAC transaction) - Reporting entity's Treasury Fund Symbol(s) - (if more than one TFS for a transaction, must breakdown the dollar amount by TFS on the TDR) - Dollar amount 	_____	
D.	Have all transactions with differences of \$5,000 or more between your bureau and other partner bureaus been resolved, and applicable corrections made to your general ledger and TDR?.	_____	
E.	At the general ledger level (e.g. revenue and expense, receivable and payable), has any total difference of \$20,000 or more between your bureau and other partner bureaus been resolved, and applicable corrections made to your general ledger and TDR?.	_____	

Step	Procedure	Completed (yes/no)	Explanation (required for "No" response)																		
F.	On the TDR, for each SGL account number, is the total intra-Commerce transactions per the general ledger shown underneath the total per the TDR, and is the difference between the two amounts shown? If there is a significant difference, is an explanation or comment included underneath the difference?	_____																			
G.	On the TDR, have all transactions with the following Commerce entities, if applicable, been reported? <table border="0" style="margin-left: 40px;"> <tr> <td>- EDA</td> <td>- WCF</td> <td>- NTIS</td> </tr> <tr> <td>- ESA/BEA</td> <td>- ITA</td> <td>- PTO</td> </tr> <tr> <td>- Franch. Fund</td> <td>- Census</td> <td>- BXA</td> </tr> <tr> <td>- MBDA</td> <td>- NIST</td> <td>- NOAA</td> </tr> <tr> <td>- OIG</td> <td>- NTIA</td> <td></td> </tr> <tr> <td>- OS</td> <td>- TA</td> <td></td> </tr> </table>	- EDA	- WCF	- NTIS	- ESA/BEA	- ITA	- PTO	- Franch. Fund	- Census	- BXA	- MBDA	- NIST	- NOAA	- OIG	- NTIA		- OS	- TA		_____	
- EDA	- WCF	- NTIS																			
- ESA/BEA	- ITA	- PTO																			
- Franch. Fund	- Census	- BXA																			
- MBDA	- NIST	- NOAA																			
- OIG	- NTIA																				
- OS	- TA																				
H.	Was the preliminary TDR submitted to your partner bureaus and OFPA by the due date (May 17, 1999 or August 2, 1999)?	_____																			
I.	Did you receive preliminary TDRs from all of your partner bureaus and reconcile these TDRs to your preliminary TDR? Please note any difficulties encountered in the Explanation column or on an attachment, including partner bureaus that did not submit their TDRs to you timely.	_____																			
J.	As a result of the reconciliation process, did you adjust your general ledger and TDR if necessary?	_____																			
K.	Was the reconciled TDR submitted to your partner bureaus and OFPA by the due date (May 31, 1999 or August 30, 1999)?	_____																			
L.	Did you receive reconciled TDRs from all of your partner bureaus and agree these TDRs to your reconciled TDR? Please note any difficulties encountered in the Explanation column or on an attachment, including partner bureaus that did not submit their reconciled TDRs to you timely.	_____																			

Checklist Completed by: _____

Printed Name
Title

Signature: _____ Date: _____

**Reminder: The due date to OFPA for this checklist is the same due date as for the Reconciled TDR:
June 1, 1999 for Second Quarter or August 30, 1999 for Third Quarter**

FY 1999 Intra-Commerce Transaction Detail Report (TDR) Review Checklist
Part II. Fourth Quarter Checklist

Entity(s): _____

Step	Procedure	Completed (yes/no)	Explanation (required for "No" responses)
	<p>A. Is the TDR in the required standard format, with the SGL account numbers in order from lowest to highest? And, within each SGL account, are partner bureaus presented in the standard order, utilizing the standard acronyms? _____</p> <p>B. Does the TDR include a) intra-Commerce transactions from October 1, 1998 through September 30, 1999; and, b) intra-Commerce transactions supporting Asset and Liability balances at September 30, 1999, for the following categories, if applicable?</p> <ul style="list-style-type: none"> - Assets _____ - Liabilities _____ - Revenues _____ - Expenses _____ - Gains _____ - Losses _____ - Financing Sources _____ <p>C. Does the TDR have the following information for each transaction? _____</p> <ul style="list-style-type: none"> - Standard General Ledger account number - Date of transaction (mm/dd/yy) - Partner bureau acronym - OPAC number (not applicable for receivables and payables) - Reimbursable agreement or source document number (if a non-OPAC transaction) - Reporting entity's Treasury Fund Symbol(s) - (if more than one TFS for a transaction, must breakdown the dollar amount by TFS on the TDR) - Bureau Goal Number (for revenues) - Dollar amount <p>D. Does the TDR include a breakout of revenue transactions by bureau goals? _____</p> <p>E. Have all transactions with differences of \$5,000 or more between your bureau and other partner bureaus been resolved, and applicable corrections made to your general ledger and TDR?. _____</p>		

Step	Procedure	Completed (yes/no)	Explanation (required for "no" response)																		
F.	At the general ledger level (e.g. revenue and expense, receivable and payable), has any total difference of \$20,000 or more between your bureau and other partner bureaus been resolved, and applicable corrections made to your general ledger and TDR?.	_____																			
G.	On the TDR, for each SGL account number, is the total intra-Commerce transactions per the general ledger shown underneath the total per the TDR, and is the difference between the two amounts shown? If there is a significant difference, is an explanation or comment included underneath the difference?	_____																			
H.	On the TDR, have all transactions and September 30, 1999 balances with the following Commerce entities, if applicable, been reported? <table border="0" style="margin-left: 40px;"> <tr> <td>- EDA</td><td>- WCF</td><td>- NTIS</td></tr> <tr> <td>- ESA/BEA</td><td>- ITA</td><td>- PTO</td></tr> <tr> <td>- Franch. Fund</td><td>- Census</td><td>- BXA</td></tr> <tr> <td>- MBDA</td><td>- NIST</td><td>- NOAA</td></tr> <tr> <td>- OIG</td><td>- NTIA</td><td></td></tr> <tr> <td>- OS</td><td>- TA</td><td></td></tr> </table>	- EDA	- WCF	- NTIS	- ESA/BEA	- ITA	- PTO	- Franch. Fund	- Census	- BXA	- MBDA	- NIST	- NOAA	- OIG	- NTIA		- OS	- TA		_____	
- EDA	- WCF	- NTIS																			
- ESA/BEA	- ITA	- PTO																			
- Franch. Fund	- Census	- BXA																			
- MBDA	- NIST	- NOAA																			
- OIG	- NTIA																				
- OS	- TA																				
I.	Are intra-Commerce transactions for the entire fiscal year and September 30, 1999 balances reported on the accrual basis?	_____																			
J.	For any Unearned Revenue balances at September 30, 1999, did you forward to each partner bureau (preferably prior to the preliminary TDR due date), the amount of the costs accrued and the Unearned Revenue balance, and the supporting documentation, if necessary?	_____																			
K.	For any accrued transactions at September 30, 1999, did you forward to each partner bureau (preferably prior to the preliminary TDR due date) your accrued transactions and supporting documentation, if necessary?	_____																			
L.	Was the preliminary TDR submitted to your partner bureaus and OFPA by the due date (November 1, 1999)?	_____																			
M.	Did you receive preliminary TDRs from all of your partner bureaus and reconcile these TDRs to your preliminary TDR? Please note any difficulties encountered in the Explanation column or on an attachment, including partner bureaus that did not submit their TDRs to you timely?	_____																			

Step	Procedure	Completed (yes/no)	Explanation (required for "No" response)
N.	Was the reconciled fourth quarter TDR submitted to your partner bureaus and OFPA by the due date (November 29, 1999)?	_____	
O.	Did you receive reconciled fourth quarter TDRs from all of your partner bureaus and agree these TDRs to your reconciled TDR? Please note any difficulties encountered in the Explanation column or on an attachment, including partner bureaus that did not submit their reconciled TDRs to you timely.	_____	

Checklist Completed by: _____
Printed Name
Title

Signature: _____ Date: _____

Reminder: The due date to OFPA for this checklist is the same due date as for the Reconciled TDR: November 29, 1999

FY 1999 Intra-Commerce Transaction Detail Report (TDR) Review Checklist
Part III. Final FY 1999 Checklist (Includes any Audit Adjustments)

Entity(s): _____

Step	Procedure	Completed (yes/no)	Explanation (required for "No" responses)
A.	Is the TDR in the required standard format, with the SGL account numbers in order from lowest to highest? And, within each SGL account, are partner entities presented in the standard order, utilizing the standard acronyms?	_____	
B.	Does the TDR include a) intra-Commerce transactions from October 1, 1998 through September 30, 1999; b) intra-Commerce transactions supporting Asset and Liability balances at September 30, 1998; and c) any audit adjustments , for the following categories, if applicable? <ul style="list-style-type: none"> - Assets - Liabilities - Revenues - Expenses - Gains - Losses - Financing Sources 	_____	
C.	Does the TDR have the following information for each transaction ? <ul style="list-style-type: none"> - Standard General Ledger account number - Date (mm/dd/yy) - Partner bureau acronym - OPAC number (not applicable for receivables and payables) - Reimbursable agreement or source document number (if a non-OPAC transaction) - Reporting entity's Treasury Fund Symbol(s) - if more than one TFS for a transaction, must breakdown the dollar amount by TFS on the TDR - Bureau Goal Numbers (for revenues) - Dollar amount 	_____	
D.	Does the TDR include a breakout of revenue transactions by bureau goals?	_____	

Step	Procedure	Completed (yes/no)	Explanation (required for "No" response)																					
E.	Have all transactions with differences of \$5,000 or more between your bureau and other partner bureaus been resolved, and applicable corrections made to your general ledger and TDR?.	_____																						
F.	At the general ledger level (e.g. revenue and expense, receivable and payable), has any total difference of \$20,000 or more between your bureau and other partner bureaus been resolved, and applicable corrections made to your general ledger and TDR?.	_____																						
G.	On the TDR, for each SGL account number, is the total intra-Commerce transactions per the general ledger shown underneath the total per the TDR, and is the difference between the two amounts shown? If there is a significant difference, is an explanation or comment included underneath the difference?	_____																						
H.	On the TDR, have all transactions and September 30, 1999 balances with the following Commerce entities, if applicable, been reported?	_____																						
	<table border="0"> <tr> <td>- EDA</td><td>- WCF</td><td>- NTIS</td></tr> <tr> <td>- ESA/BEA</td><td>- ITA</td><td>- PTO</td></tr> <tr> <td>- Franch. Fund</td><td>- Census</td><td>- BXA</td></tr> <tr> <td>- MBDA</td><td>- NIST</td><td>- NOAA</td></tr> <tr> <td>- OIG</td><td>- NTIA</td><td></td></tr> <tr> <td>- OS</td><td>- TA</td><td></td></tr> <tr> <td></td><td>-</td><td></td></tr> </table>	- EDA	- WCF	- NTIS	- ESA/BEA	- ITA	- PTO	- Franch. Fund	- Census	- BXA	- MBDA	- NIST	- NOAA	- OIG	- NTIA		- OS	- TA			-			
- EDA	- WCF	- NTIS																						
- ESA/BEA	- ITA	- PTO																						
- Franch. Fund	- Census	- BXA																						
- MBDA	- NIST	- NOAA																						
- OIG	- NTIA																							
- OS	- TA																							
	-																							
I.	Are intra-Commerce transactions for the entire fiscal year and September 30, 1999 balances reported on the accrual basis?	_____																						
J.	For any audit adjustments , did you adjust your general ledger and TDR accordingly?	_____																						
K.	For any audit adjustments , did you forward to each partner bureau your audit adjustments and supporting documentation? [The partner bureaus will use this information to verify your audit adjustments and record its own adjustments.]	_____																						
L.	After recording audit adjustments, was the Final FY 1999 TDR submitted by the due date (January 10, 2000) to your partner bureaus and OFPA?	_____																						

